

Madison County, Virginia
Application Instructions for Administrative Assistant
August 14, 2020

Madison County

Madison County is accepting applications for the following positions:

- **Administrative Assistant**, part time and on-call
- **Emergency Medical Services Paramedic**, full-time and part-time
- **Emergency Medical Services Intermediate**, full-time and part-time
- **Emergency Communication Officer**, full time
- **Registrar Assistant**, part time
- **Animal Shelter Manager**, part time
- **Kennel Assistant**, part time

Information on Madison County, the positions and the application procedures can be found at <https://www.madisonco.virginia.gov/>.

Applications will be received until the positions are filled with the anticipated review of applications to begin on September 11. EOE

Following is supplementary information on the positions and application instructions for all interested individuals.

Administrative Assistants may be assigned to work in any County office, all of which are located in the Town of Madison. The initial work envisioned will be on-call and depending on the changing needs of individual County offices.

Full-time employees are eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick leave. County personnel policies can be viewed [here](#). Part-time positions are not eligible for these benefits. The pay rate will depend upon the qualifications of the individuals selected.

Applicants are to complete a Madison County employment application form available [here](#) and return it to Madison County Employment; %Jacqueline Frye; P.O. Box 705; Madison, VA 2272 or via email with Madison County Employment in the subject line containing a single pdf file to jfrye@madisonco.virginia.gov. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. Applications will be reviewed on the basis of apparent qualifications. Unsigned applications will not be considered. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a drug screen and criminal background investigation.

Administrative Assistant

Dept/Div: Multiple/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs complex skilled administrative support work providing administrative support to department staff, receiving and processing incoming calls and visitors, preparing and maintaining records and files, typing a variety of documents, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the assigned department director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Acts as department receptionist; greets visitors; answers telephone; provides information; forwards calls to appropriate party; assists the public with the completion of standardized records, applications, or documents; directs visitors to appropriate party.

Types a variety of documents including correspondence, lists, labels, reports, requisitions, memoranda, etc. where a knowledge of format and presentation is necessary; checks items for grammatical accuracy and completeness.

Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system.

Assists in the coordination and preparation of periodic, special, and other reports; collects information from a variety of sources and compiles data.

May serve as liaison between various departments and boards; prepares and distributes meeting agendas and packages; attends meetings; takes and transcribes minutes.

Prepares purchase orders; processes invoices; maintains cost and inventory records; orders supplies and maintains inventory.

Prepares and maintains schedules; maintains calendars; schedules facility use; handles conference and event registrations and reservations.

Picks up and delivers mail and supplies; receives, sorts, processes, and distributes incoming and outgoing mail; provides various courier services.

Sorts, indexes, and maintains files; maintains records on customer requests.

Receives citizen inquiries, complaints, and service requests and resolves them within the framework of the established policies and procedures or forwards to appropriate party for disposition.

Operates a variety of standard office equipment; performs minor and preventive maintenance on equipment and requests service when equipment is malfunctioning.

Knowledge, Skills and Abilities

Thorough knowledge of the organization and functions of the department and of general administrative policies and practices; thorough knowledge of standard office practices, procedures, equipment, and office support techniques; thorough knowledge of business English, spelling, and arithmetic; ability to read, understand, and interpret difficult materials with complicated information that may contain excerpts from regulatory and/or legal documents; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on routine matters and to perform office management details without referral to supervisor; ability to operate standard office and computer equipment including ability to operate specialized software; ability to establish and maintain effective working relationships with associates, elected officials, other agencies, and the general public.

Education and Experience

Associates/Technical degree with coursework in business administration, or related field and moderate experience in administrative support and office operations, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

May require possession of or ability to acquire specific licenses and/or certifications depending on departmental assignment.

Valid driver's license in the Commonwealth of Virginia.